Publisher Borders

A line border of any color or thickness, a predesigned border, or a custom border can be added to a publication page, a text box, a shape, or a picture in a publication. It is also possible to add a picture that is designed as a border to any of the objects in a publication.

Add a Border to a Page
 iht Select the page to which the border is to be added.
 iht Click the Home Tab.
 iht In the Objects Group, click the Shapes button.
 or
 iht Click the Insert Tab.
 iht In the Illustrations Group, click the Shapes button.

In the Basic Shapes section, click the Rectangle shape.
 iht Drag the shape to the page and draw a rectangle the size of the page border, such as to the Page Margins. The Page Margins are indicated by the green lines around the edge of the page.

Add a Line Border
 iht Right-click the rectangle.
 iht Select Format AutoShape from the list.
 iht The Format Auto Shape dialog box will display (see illustration below).
Click the **Colors and Lines** tab.

Under **Line**, select the color and line options that are to be applied to the border.

Make sure the **Fill Color** is set to **No Color**.

Click **OK** when all the changes have been made.

*or*

Click the **Drawing Tools Format Tab**.

In the **Shape Styles Group**, click the **Shape Outline** button (see illustration below).

Select a color for the border.

Click the **More Outline Colors** button to see a gallery of additional colors.

*or*

Select a **Border Style** from the **Shape Styles Gallery**.

Click the **More** button to see additional **Styles**. Be sure to select a Style that does not contain a **Fill Color**.

### Add a Predesigned Pattern Border

Right-click the rectangle.

Select **Format AutoShape** from the list.

The **Format Auto Shape** dialog box will display.

Click the **Colors and Lines** tab.

Click the **Border Art** button.

The **Border Art** dialog box will appear (see illustration below).

In the **Available Borders** list, click the border that is to be applied.
A Preview of the border will appear under the Preview area.
Click OK to return to the Format AutoShape dialog box.
Click OK again to apply the border to the page.

Add a Custom Border
Select the page that the border is to be applied to.
Click the Insert Tab.
In the Illustrations Group, click the Online Picture button.
The Insert Picture window will display (see illustration below).

Input Page Borders into one of the Search boxes.
Click the Search button.
Click the border that is to be applied to the page.
Resize the border to fit the margins of the page.
If the border covers the contents of the page:
   Click the Picture Tools Format Tab.
   In the Arrange Group, click the Send to Back/Send Backward button (see illustration below).

NOTE: A border can also be inserted from the Building & Accents Building Blocks gallery.
**ADD A BORDER TO A TEXT BOX, SHAPE, PICTURE, OR OBJECT**

A line border can be added to a text box, a shape, a picture, or an object. A predesigned or custom border can be added to a text box, a picture, or a rectangle, but not to a shape, such as a circle or an oval.

第一条 Double-click the text box or other object to which the border is to be applied.
第一条 Select the proper Format option, such as Picture or Text Box.
第一条 The Format dialog box will appear.
第一条 Click the Colors and Lines tab.
第一条 In the Line section, select the appropriate Color and Line options.
第一条 Click the OK button to exit the dialog box.

或
第一条 Click the Picture Tools Format Tab or the Drawing Tools Format Tab.
第一条 Click the Shape Border button in the Shape Styles Group.
第一条 Select a color for the line.
第一条 Click the More Colors button to view a gallery of additional color options.

**NOTE:** For additional information on adding Border Art or Custom Borders to an object, click the Help Button in the upper-right corner of the Publisher window or press the F1 Function Key.